

STATE OF LOUISIANA

McNeese State University
University of Louisiana System
State of Louisiana
Lake Charles, Louisiana

January 7, 2004



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**MCNEESE STATE UNIVERSITY
UNIVERSITY OF LOUISIANA SYSTEM
STATE OF LOUISIANA**
Lake Charles, Louisiana

Management Letter
Dated December 11, 2003

Under the provisions of state law, this report is a public document. A copy of this report has been submitted to the Governor, to the Attorney General, and to other public officials as required by state law. A copy of this report has been made available for public inspection at the Baton Rouge office of the Legislative Auditor and at the office of the parish clerk of court.

January 7, 2004



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December 11, 2003

MCNEESE STATE UNIVERSITY
UNIVERSITY OF LOUISIANA SYSTEM
STATE OF LOUISIANA
Lake Charles, Louisiana

As part of our audit of the University of Louisiana System's financial statements for the year ending June 30, 2003, we considered McNeese State University's internal control over financial reporting; we examined evidence supporting certain accounts and balances material to the System's financial statements; and we tested the university's compliance with laws and regulations that could have a direct and material effect on the System's financial statements as required by *Government Auditing Standards*. In addition, we considered McNeese State University's internal control over compliance with requirements that could have a direct and material effect on a major federal program, as defined in the Single Audit of the State of Louisiana, and we tested the university's compliance with laws and regulations that could have a direct and material effect on the major federal programs as required by U.S. Office of Management and Budget Circular A-133.

The annual financial information provided to the University of Louisiana System by McNeese State University is not audited or reviewed by us, and, accordingly, we do not express an opinion on that financial information. The university's accounts are an integral part of the University of Louisiana System's financial statements, upon which the Louisiana Legislative Auditor expresses an opinion.

Based on the application of the procedures referred to previously, all significant findings are included in this letter for management's consideration. All findings included in this management letter that are required to be reported by *Government Auditing Standards* will also be included in the State of Louisiana's Single Audit Report for the year ended June 30, 2003.

Failure to Submit Record Retention Schedule

McNeese State University did not submit a written record retention schedule to the Secretary of State in accordance with state law. Louisiana Revised Statute 44:411 (A)(1) requires agency heads to submit schedules to the state archivist that state the length of time each state record or series of records should be retained for administrative, legal, or fiscal purposes after the records have been created or received by the agency. These conditions exist because the university's management was not aware of the requirement.

Failure to establish a written record retention schedule could result in the destruction or deterioration of critical records while failure to submit the schedule to the Secretary of State results in noncompliance with state law. In addition, the lack of a written retention schedule could result in the university keeping records beyond the legally required retention date, which would be an inefficient use of office or warehouse space.

LEGISLATIVE AUDITOR

**MCNEESE STATE UNIVERSITY
UNIVERSITY OF LOUISIANA SYSTEM
STATE OF LOUISIANA**

Management Letter, Dated December 11, 2003

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Management should submit a written record retention schedule to the Secretary of State for approval as required by state law. Once the retention schedule is approved, it should be implemented immediately. Management concurred with the finding and recommendation and outlined a corrective action plan (see Appendix A).

The recommendation in this letter represents, in our judgment, that most likely to bring about beneficial improvements to the operations of the university. The nature of the recommendation, its implementation cost, and its potential impact on the operations of the university should be considered in reaching decisions on courses of action. This finding, which relates to the university's compliance with applicable laws and regulations, should be addressed immediately by management.

This letter is intended for the information and use of the university and its management and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this letter is a public document, and it has been distributed to appropriate public officials.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Grover C. Austin". The signature is fluid and cursive, with the first name "Grover" and last name "Austin" clearly distinguishable.

Grover C. Austin, CPA
First Assistant Legislative Auditor

DLC:EFS:PEP:ss

[MSU03]

Appendix A

Management's Corrective Action Plan and Response to the Finding and Recommendation



McNeese State University
P.O. Box 93300
Lake Charles, Louisiana 70609-3300
(337) 475-5556 • (800) 622-3352
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Office of the President

November 26, 2003

Mr. Grover Austin
First Assistant Legislative Auditor
P.O. Box 94397
Baton Rouge, LA 70804-9397

Dear Mr. Austin:

RE: Failure to Submit Record Retention Schedule

McNeese State University concurs with the above-referenced finding. On November 5, 2003, McNeese State University submitted its written record retention schedule to the Secretary of State, Division of Archives Records Management and History. We feel that the retention schedule meets the needs of the University and satisfies the requirements of Louisiana Revised Statute 44:411(A)(1).

Should you require additional information regarding the McNeese State University record retention schedule, please contact Michael Graham, Chief Information Technology Officer at (337) 475-5523.

Sincerely,

Robert D. Hebert
President

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